



Date: October 16, 2015

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Daniel Curia, Fire Chief
Subject: Landscape Maintenance and Grass Mowing Contract for the Fire Administrative Building (Academy), Fire Maintenance Garage, and Fire Training Grounds

Executive Summary

On August 3, 2015, bids were opened for bid request number 16-0003 for landscape maintenance, grass mowing, and other services to the grounds (land and lawn areas) of the Fire Administrative Building (Academy), Fire Maintenance Garage, and Fire Training Grounds located at 2008 E. Club Boulevard, Durham N.C. The lot size is approximately 6.0 acres.

The lowest responsive, responsible bid was submitted by The Rashid Group, LLC. The Fire Department recommends that the City Council authorize the City Manager to execute a contract with The Rashid Group, LLC, for the contract for landscape maintenance and grass mowing for the Fire Department with a three year estimated cost of \$52,773.00.

Recommendation

The Fire Department recommends that the City Council:

Authorize the City Manager to execute a contract with The Rashid Group LLC in an amount not to exceed \$52,773.00, to be paid over a three year period, for the landscape maintenance, grass mowing and other services to the grounds of the Fire Administrative Building (Academy), Fire Maintenance Garage and Fire Training Grounds.

Background

The Fire Department has been contracting mowing services since 2009. Funds are appropriated for landscape maintenance in the FY16 General Fund budget for the Fire Department to continue its effort to enhance the community's appearance and strive to support the City of Durham's Strategic Plan Goal 5 "Stewardship of Physical and Environmental Assets." By adequately maintaining the City's buildings and open spaces, the Fire Department will be able to contribute to the goal that residents enjoy a City that is rich in aesthetic beauty.

Contract oversight and monitoring is to be provided by the Fire Department.

Issues and Analysis

Advertisements for Bids were posted on the City's internet site on June 1, 2015. Besides the website posting, advertisements were also sent by email to the listing provided by EO/EA. During the pre-bid conference on June 24, 2015, only three contractors expressed interest in this contract. At the request of a prospective bidder, the current contracted price was posted as an addendum to the bid request. On July 1, 2015, there were no bids received for the project. Staff believed the reason for no bids was due to the very low current contracted price of \$822.00 per month or \$9,364.00 per year, and bidders' assumption that the bids were expected to be in that range. Conversations with two prospective bidders confirmed that the expected low contract price was the reason for not bidding. The bid was placed on the city's website again on July 20, 2015 with a change indicating that "The Durham Fire Department, Administration Division, estimates a budget of between \$20,000 and \$25,000 dollars per year for completion of the contract." That range represented what was in place during the 2009-2012 contract period. There was no pre-bid conference held during the second advertisement period. After the second advertisement period of two weeks, five bids were received. One bidder withdrew their bid. Three of the bidders were deemed to be in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The budgeted amount of this contract is \$52,773.00. The Fire Department recommends awarding the contract for landscape maintenance for the fire department administration grounds to The Rashid Group, LLC, in the amount of \$52,773.00.

The following is a summary of the bids received:

| Company | Cost per Year |
|----------------------------|---------------|
| The Rashid Group, LLC | \$16,740.00 |
| J.A. Farrington Industries | \$20,000.04 |
| CLS | \$22,500.00 |

Alternatives

The recommended alternative is to provide this service by contractor with the City providing contract oversight. This alternative was chosen because it allows the department to continue daily operations with the least amount of interruption and it has proven to be compatible with the use of City staff to provide mowing on other City facilities, properties and rights-of-way in the past.

The second alternative is to accept a higher bidder from the three companies from which bids were received.

The third alternative is to work with staff in the General Services Department to determine whether they could adequately absorb the workload created by the size and complexity of the Fire Department's landscape needs.

Financial Impacts

This is a three calendar year contract. Because each calendar year's mowing season spans two fiscal years, funding is divided into four fiscal years. The City would make funds available for each fiscal year of the contract. For example, the first part of the first year of the mowing season will occur in FY16 (November 2015 through June 2016) and the second part of the first year in FY17 (July 2016 through October 2016). FY19 (July

2018 through October 2018) is in the third calendar year of the contract, but the fourth fiscal year of the contract. The city would make funds available as follows:

| | |
|--------------------|------------------------|
| Total FY16: | \$11,160.00 |
| Total FY17: | \$17,298.00 |
| Total FY18: | \$18,163.00 |
| Total FY19: | \$6,152.00 |
| Total: | \$52,773.00 |

SDBE Requirements

There were no SDBE requirements for this project.

WORKFORCE STATISTICS

The workforce statistics for The Rashid Group, LLC are as follows:

| | | |
|-----------------|---|-----|
| Total Workforce | 6 | |
| Total Females | 1 | 17% |
| Total Males | 5 | 83% |
| Black Males | 5 | 83% |
| White Males | 0 | 0% |
| Other Males | 0 | 0% |
| Black Females | 1 | 17% |
| White Females | 0 | 0% |
| Other Females | 0 | 0% |